

**DEFENSE COMMISSARY AGENCY (DeCA) FAMILY MEMBER
PLACEMENT PROGRAM
PROGRAM “M” FACT SHEET¹**

General: The DeCA Family Member Placement Program provides priority referral of eligible DeCA employees whose DoD civilian or military sponsor is involved in a permanent change of station (PCS). The program applies to commissary-unique competitive service positions, except those covered by the DeCA Commissary Career Program, at DeCA operating locations worldwide. Chapter 18 of the PPP Operations Manual contains specific information on registration in this program.

Eligibility: Current DeCA employees who are family members (FMs) of DoD civilian or military personnel who are currently on career or career-conditional appointments and those with either personal career or career-conditional status or appointment eligibility under Executive Order 12721 may register. FMs must be currently serving in either Commissary-unique positions (GS-2091, WG/WL/WS-6914, and WG/WL/WS-7407) or other positions at DeCA operating locations provided they are well qualified for commissary-unique positions. Eligibility is based on relocation of the FM’s sponsor as contained in Chapter 18, Paragraph C. For this program, FMs include: spouses; unmarried children (including stepchildren, adopted children, and those under the legal guardianship of the employee or spouse) who have not reached their 23rd birthday; and parents, stepparents, or legally adoptive parents of the employee or spouse who are at least 51 percent dependent on the employee for support.

Registration: Registration must occur within 21 working days after arrival at the new duty location; otherwise, employees are subject to forfeiture of eligibility. A minimum of 180 days LWOP shall be granted to each FM, provided the employee submits a post-dated resignation to coincide with the expiration of LWOP.

Skills: Registration is limited to one occupational series. However, for series under the Federal Wage System, may include positions in pay groups WG, WL, and/or WS.

High Grade: May register no higher than current permanent grade.

Low Grade: May register no more than 3 GS grades or equivalent below current grade

Priority: “3”.

Separation Date: No date is entered on the registration. The system will automatically enter the current date.

Release Date: No date is entered on the registration. The system will automatically enter the date 6 months from the date of registration.

Area of Referral: Registration is limited to DeCA operating locations in the commuting area of the sponsor’s new duty location or of the relocation destination for which the FM indicates availability. Travel or other relocation expenses are not authorized.

¹ Fact Sheet is for information only. This Fact Sheet does not establish, revise, replace or supplement policy or procedures contained in Defense Civilian Personnel Manual Chapter 1800 or PPP Operations Manual.

Offer Response Time: Registrants in the continental U.S. (CONUS) must accept or decline offers from CONUS activities within 2 calendar days and registrants outside CONUS must respond within 3 calendar days.